

**CERTIFICATION OF PRIOR EMPLOYMENT HOURS
FOR ANNUAL/VACATION LEAVE RATE EARNED**

INSTRUCTIONS TO ELIGIBLE EMPLOYEES: Complete lines 1, 2, 3, 4 and 5 and send a copy of this form to each previous public employer. Give estimated dates of employment. If your name has changed, give the exact name you used while employed with this employer.

EMPLOYEE COMPLETES:

1. Employee Name: _____
(Other Name(s): _____)
2. Social Security Number: _____
3. Employer's Name: _____
(Bureau/Division): _____
4. Position Title: _____
5. Estimated dates of Employment: _____ to _____

Mail Completed form to your Agency Human Resources/Payroll Office:

INSTRUCTIONS TO EMPLOYER: Please provide the following information so that this employee may have their employment time with your agency count toward the rate at which annual leave is earned. Please convert all time worked to hours. Where specific records are not available, please estimate number of hours by using the 2,080 hours equals one-year formula.

All eligible employees should be credited with 2,080 hours for each completed year of service; portions of a year should be prorated. Please complete the bottom of this form and return it to the address listed above as soon as possible. If you have any questions as to how to fill this form out, please contact **your agency Human Resources/Payroll personnel**.

EMPLOYER COMPLETES:

- A. Employer's Name: _____
- B. Dates of Employment: _____ to _____
- C. Type of employment: full-time___part-time___temporary___seasonal___
- D. Total Hours Worked: _____
- E. Certified By: Name: _____
Title: _____
Phone #: _____
Date: _____